

PERS 73- 3177

DDO/NE, [REDACTED] 73-88 STATINTL

15 JUN  
1973

MEMORANDUM FOR: Director of Personnel

VIA : Chief, DDO Personnel

SUBJECT : Request for Salary Adjustment for  
Miss [REDACTED]

1. Miss [REDACTED] a clerk-typist, entered on duty in the Agency 21 January 1973 as a GS-04 step 1. On 4 February 1973, she was assigned to the [REDACTED] Section of the [REDACTED] Branch of the Near East and South Asia Division where she does all the typing, filing, and appointment keeping for two operations officers and one intelligence analyst. She also assists with the CE carding and records keeping as well as serving as a general office assistant (hand-carrying priority materials to other buildings, routing incoming materials, etc.)

2. The Chief of the [REDACTED] Section states that "Miss [REDACTED] performs her assigned duties in a highly proficient manner. She is intelligent, eager to learn and to please, and has a very good attitude toward her job and the Agency. Her typing ability is above average and while some typists are prone to making errors when under a deadline, Miss [REDACTED] is not. She is personable and well-liked by her colleagues."

3. From January 1967 until May 1971, Miss [REDACTED] was employed as a dental assistant by the Department of the Army at [REDACTED]. She was a GS-04 step 3 at the time of her resignation in May 1971. Although only a minor portion of her duties as a dental assistant involved clerical work such as typing and filing, we request your approval under the provisions of [REDACTED] for a retroactive salary adjustment to GS-04 step 3 effective with her entrance-on-duty date in the Agency.

[REDACTED]  
Chief, NE [REDACTED]

CONCUR:

/s/  
Chief, DDO/Personnel

6/21/73  
Date

APPROVED:

/s/ John F. Blake  
Director of Personnel

24 AUG 1973  
Date

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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director of Personnel 5 E 58	8 NOV 1976	
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6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Attached is our analysis of the personnel detail problem. Please feel free to ask for further explanation of any point discussed therein if our memo is unclear.</p>			
SENDER		DATE	
[REDACTED]		1/11/76	
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APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  I know this is heavy reading, but would you please have Review Staff look into it and distill it down in such a way that responses can be prepared. After you have drafted the responses, please send them to me for review. Thank you.			
<b>FOLD HERE TO RETURN TO SENDER</b>			
ADDRESS AND PHONE NO.			DATE
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